



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

LAURA D. JACKSON EXECUTIVE DIRECTOR

Memorandum

To: Fleet Directors

From: Wayne Cranford, Director *WC*
Bureau of Fleet Management

Date: October 4, 2017

RE: House Bill 938

Please be advised that effective July 1, 2017, HB 938 revised Miss Code Ann, Section 25-1-78, 25-3-41 and 25-1-77 and involves changes to Fleet Management policies. I want to bring some changes to your attention so that your agency can make plans accordingly.

1. Moratorium

A vehicle purchasing moratorium is in place from July 1, 2017 through June 30, 2018. The usual exceptions will apply:

- Totaled vehicles for agencies with a fleet of not more than 50 vehicles
- Law Enforcement and Emergency vehicles
- Grant - Funded vehicles if 100 % federal funds. No state monies to be used.
- Vehicles purchased by MDCPS

2. Lowest Cost Vehicle Mandate

Section 3 (9) of HB 938

- (9) When making requests for authority to purchase, rent, lease or acquire vehicles as provided in subsection (3) of this section, agencies shall submit the lowest cost vehicle possible to carry out its intended use. Any such request shall be in writing from the agency head, certifying the vehicle requested is the lowest cost option available and acknowledging that any request contrary to this provision shall subject the agency head to penalties as provided in Sections 25-1-91, 31-7-55 and 31-7-57, where applicable. The Bureau of Fleet Management shall only approve the lowest cost vehicle, which in its estimation, will carry out the intended use. No agency may purchase any vehicle that the Bureau of Fleet Management has disapproved as being a higher cost option.

Many agencies continue to request vehicles which we believe are not the lowest cost option to perform the task at hand. Many of you have worked with us when we have suggested lower cost options, but overall, we continue to buy "more vehicle than we need." When questioned about this by PEER and the Legislature, we advised them that we encourage lower cost options but many times have approved more costly vehicles at the agency's request. This new provision was written to require BFM to only approve the lowest cost option. Please make your agency leadership and personnel aware that we are no longer able to approve higher cost options simply because that is the desire of the agency.

3. Fleet Data Reporting

Section 3 (10) of HB 938.

- (10) No requests authorized under subsections (3) and (9) of this section shall be approved by the Bureau of Fleet Management if the requesting agency has not properly maintained in the fleet/asset reporting system all information required by the Bureau of Fleet Management. Agencies shall correct any inadequacies or discrepancies in the system noted by the Bureau of Fleet Management before the bureau may approve any requests

Many agencies have indicated that the correct fleet data has not been entered into MAGIC as required per Fleet Manual Section 2.104 Fleet/Asset System Reporting:

- The BFM shall require all agencies to provide necessary information for the BFM to properly monitor the size, use, assignment, maintenance and disposal of the State's fleet of vehicles. Each agency shall be responsible for entering and maintaining accurate data monthly about each motor vehicle that it owns, operates, or otherwise controls into the State of Mississippi Fleet/Asset reporting system. The BFM shall provide each agency with program access, system reports, user manuals, help-desk access, and user training necessary to maintain and operate the State fleet/asset reporting system to track state-owned vehicles. All "tagged" state-owned vehicles shall be tracked in the fleet/asset reporting system. The system will also track betterments added to state-owned vehicles. Fleet/asset reporting system is required to be used by all state agencies.

During the last legislative session, BFM began assembling reports requested by PEER and discovered a high volume of incomplete records and erroneous fleet data. In order to gather pertinent information to make business decisions about vehicles, the Legislature included language in HB 938 to mandate agencies maintain accurate data in MAGIC to continue purchasing vehicles.

Some of the most common errors discovered are:

- Incomplete vehicle equipment record set-up in MAGIC (Agency did not set up the classification, did not enter the initial odometer readings and measuring points)
- Data fields with little or no data relating to the operation or expenses associated with particular vehicles
- Mileage figures of one million miles or more
- Items other than vehicles listed on the fleet inventory (ex. Rifle)

- Vehicles purchased for which there were no corresponding Equipment record completed in MAGIC
- Vehicles that have been disposed of by state agencies, but still listed in MAGIC as being active vehicles (Must be deleted on asset & equipment side.)
- Fuelman cards not linked to correct vehicles
- Incorrect mileage entered when using Fuelman

The following information is required in the fleet/asset reporting system.

- All active vehicles on current inventory
- Accurate Asset and Equipment record statuses
- Fuel, Maintenance & Repair data of vehicles
- Current vehicle mileage readings
- Assignment type of vehicles and Driver Assignment
- Completed County field on the asset record

There are a number of job aids available on the MMRS website that give technical support to correct fleet data as required in HB 938. BFM is working closely with MMRS to provide technical support as needed to correct the fleet data.

MMRS will present a Fleet Data Clean up Guide session at the 2017 ANNUAL MAGPPA CONFERENCE & VENDOR SHOW ON OCTOBER 17th.

In accordance with HB 938, this information shall be completed or updated in MAGIC prior to any vehicle purchases. Failure to comply with this request will delay purchases of vehicles by agencies.